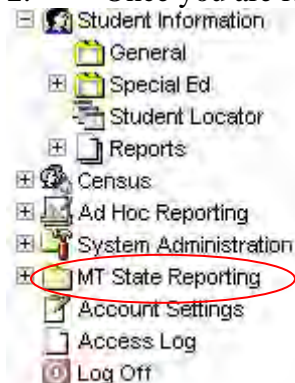


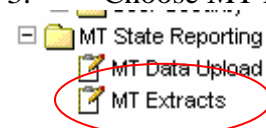
HOW TO VERIFY AND CHECK STUDENT ID DATA IN AIM

1. Login to the AIM system using your **AIM login id and password**. The AIM login website is located at <https://aim.mt.gov/mtstate/aim.jsp>. Please note: You will need to login separately for each legal entity you are responsible for.

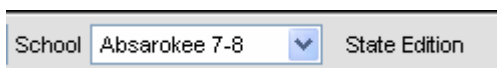
2. Once you are logged in choose MT State Reporting from the following menu:



3. Choose MT Extracts



4. Now you will need to choose your school. Select your district from the drop down menu at the top of the screen.

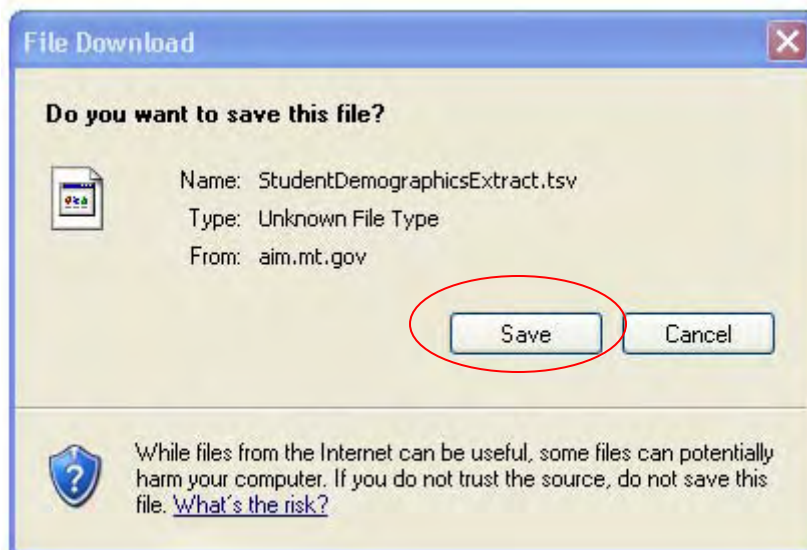


5. Extract options should match the following screen

A screenshot of the Extract Options and Select Calendars screen. The Extract Options section has 'Extract Type' set to 'Student Demographics' and 'Format' set to 'State Format(TSV)'. The 'Generate Extract' button is circled in red. The Select Calendars section has the question 'Which calendar(s) would you like to include in the report?' and three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below the radio buttons is a list box containing 'Calendar 06-07', 'Calendar 06-07', 'Calendar 06-07', and 'Staging Calendar' (highlighted in blue).

6. Select Generate Extract

7. You will be prompted to Save the file



8. Save the file to a location and name of your choice. If you have multiple legal entities, you might want to use the following naming standard:

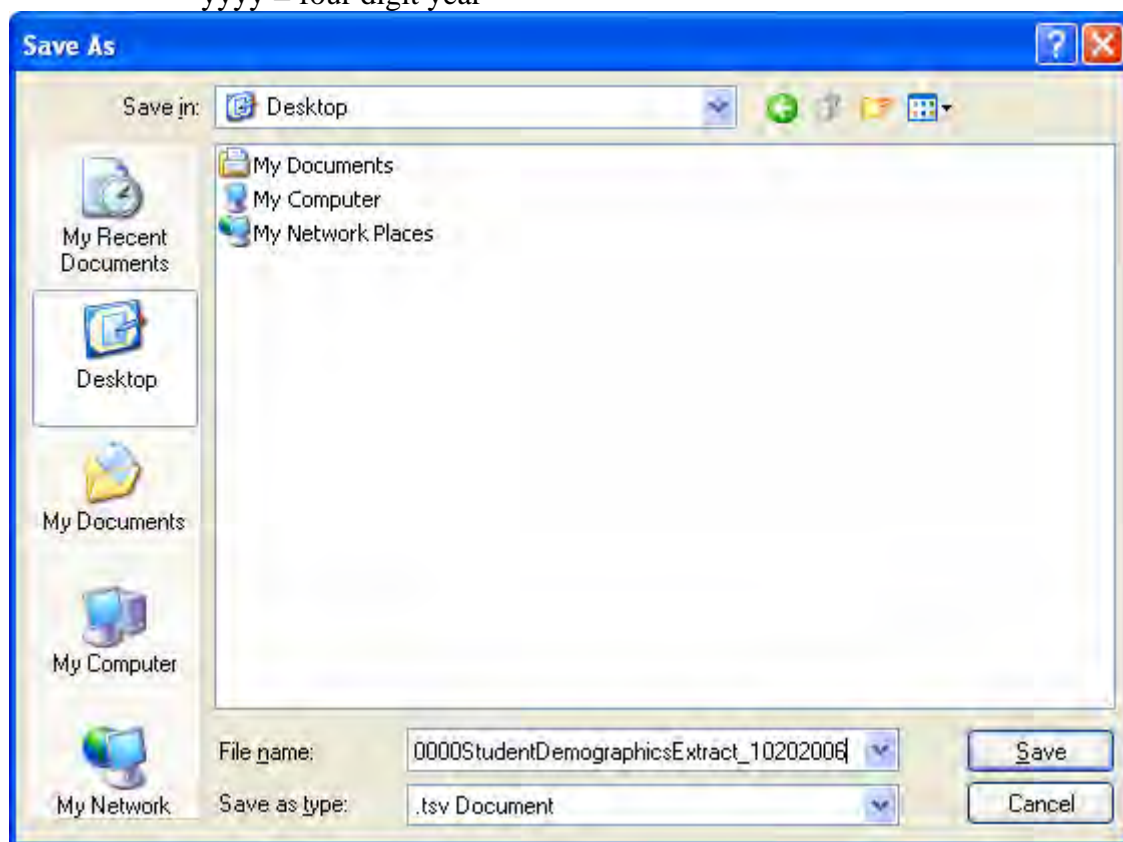
xxxxStudentIDExtract mmddyyyy.tsv

xxxx = the legal entity number

mm = two digit month

dd = two digit day

yyyy = four digit year



9. If needed, repeat the above process by logging off and back in for each of your legal entity system accounts.



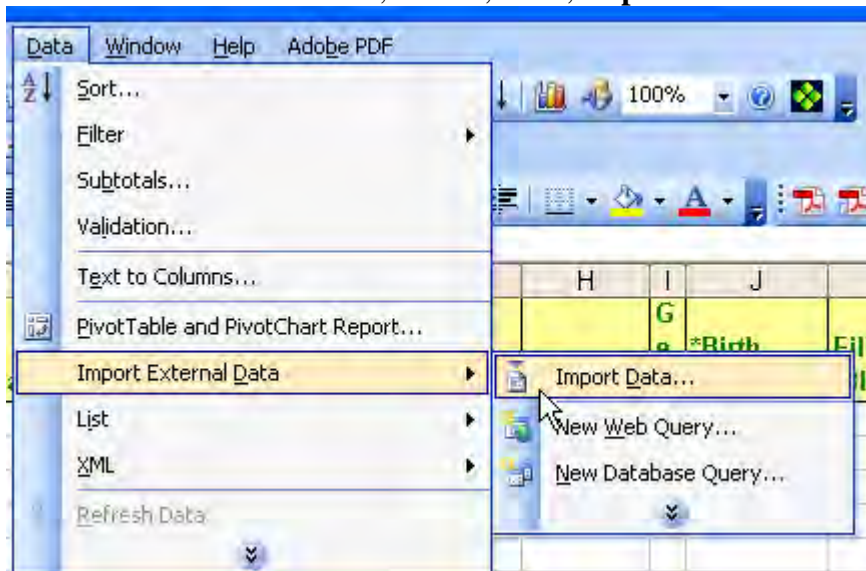
10. Now you are ready to verify your data and make any necessary corrections.

11. Logoff the AIM system by click on Logoff on the main AIM screen.

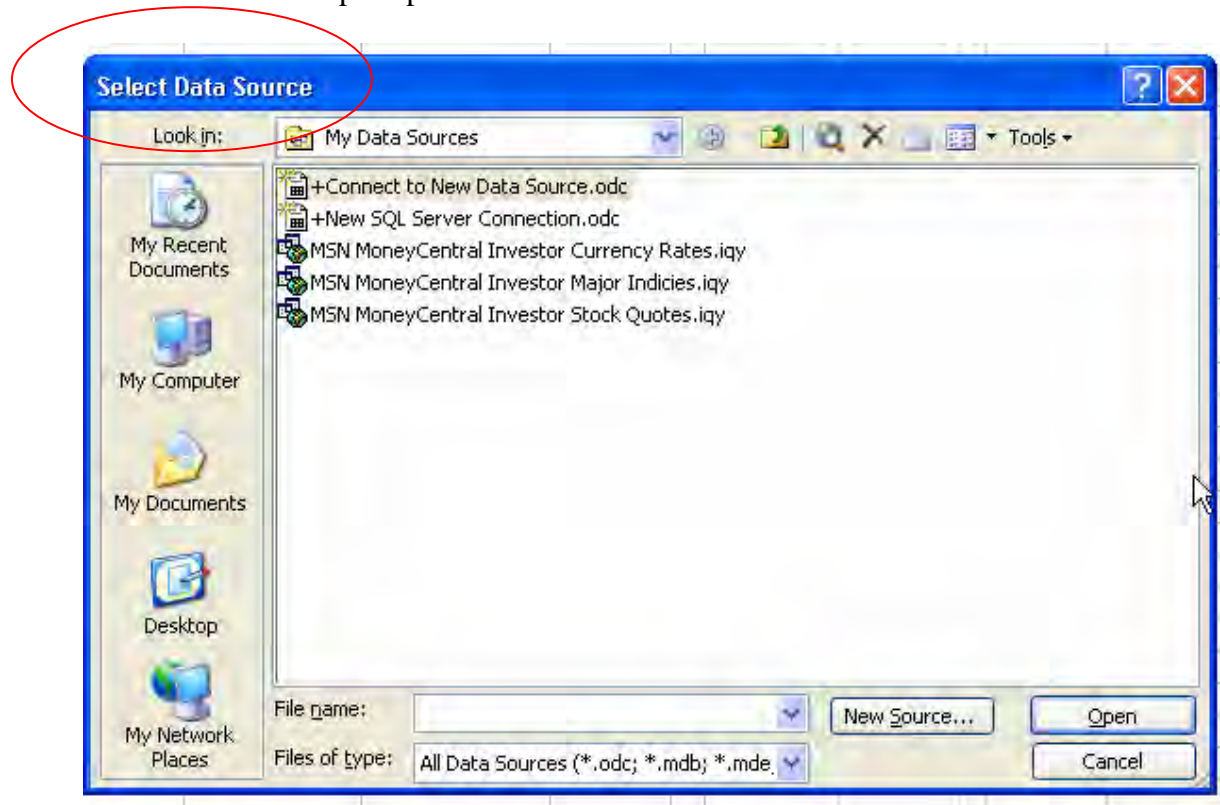


12. Go to the AIM website at www.opi.mt.gov/itprojects/aim.html and select the Training & Instructions Tab.
13. Click on the file named **Student ID Template** and save to a location of your choice. Once the file has been saved, double-click on the file. The file will open in Excel.
14. Make sure your cursor is in cell **A2**.

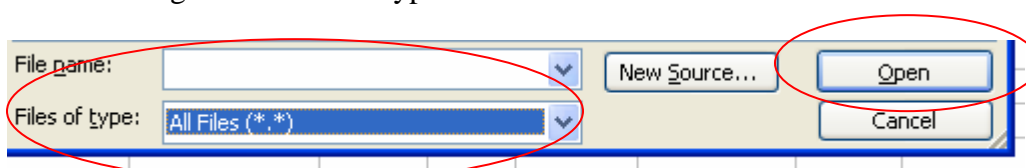
15. From the Excel menu, choose, **Data, Import External Data, Import Data**



16. You will be prompted to Select Data Source

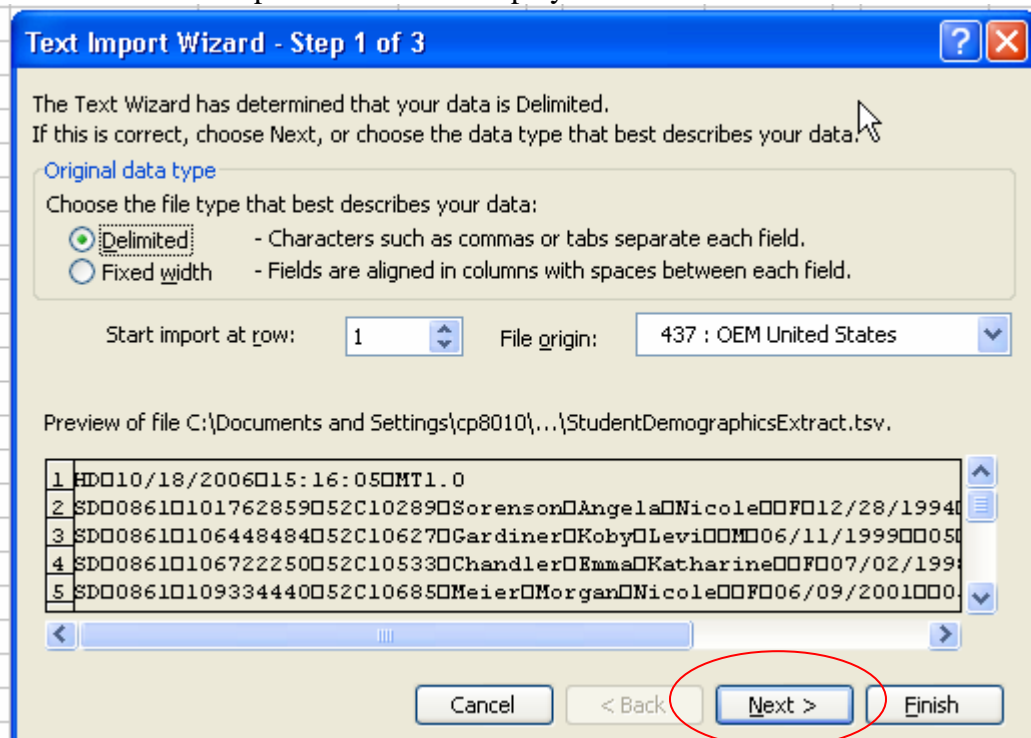


17. Change the "Files of Type" to **All Files**



18. Browse to the file you saved in step 9 above and click on **Open**.

19. The Text Import Wizard will display. Choose **Next**



The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\Documents and Settings\cp8010\...\StudentDemographicsExtract.tsv.

1	HD	10/18/2006	15:16:05	MT1.0			
2	SD	0861	101762859	52C10289	Sorenson	Angela	Nicole
3	SD	0861	106448484	52C10627	Gardiner	Koby	Levi
4	SD	0861	106722250	52C10533	Chandler	Emma	Katharine
5	SD	0861	109334440	52C10685	Meier	Morgan	Nicole

Buttons: Cancel, < Back, **Next >**, Finish

20. Make sure **Tab** is checked and choose **Next** again.



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☐ Comma ☐ Treat consecutive delimiters as one
☐ Space ☐ Other:

Text qualifier:

Data preview

HD	10/18/2006	15:16:05	MT1.0				
SD	0861	101762859	52C10289	Sorenson	Angela	Nicole	
SD	0861	106448484	52C10627	Gardiner	Koby	Levi	
SD	0861	106722250	52C10533	Chandler	Emma	Katharine	
SD	0861	109334440	52C10685	Meier	Morgan	Nicole	

Buttons: Cancel, < Back, **Next >**, Finish

21. Click on **Finish**



This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

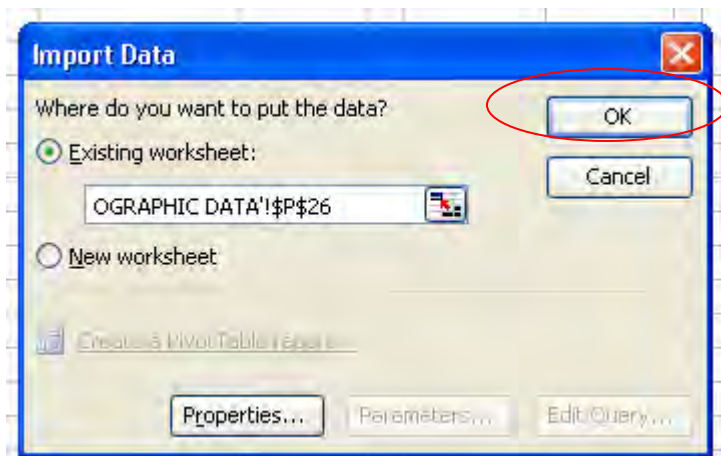
- ☒ General
- ☐ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

Data preview

General	General	General	General	General	General	General	General
HD	10/18/2006	15:16:05	MT1.0				
SD	0861	101762859	52C10289	Sorenson	Angela	Nicole	
SD	0861	106448484	52C10627	Gardiner	Koby	Levi	
SD	0861	106722250	52C10533	Chandler	Emma	Katharine	
SD	0861	109334440	52C10685	Meier	Morgan	Nicole	

Cancel < Back Next > Finish

22. Click on **OK** to put the data into the existing worksheet.



Where do you want to put the data?

- ☒ Existing worksheet:
OGRAPHIC DATA!\$P\$26
- ☐ New worksheet

Create a PivotTable from this data

Properties... Parameters... Edit Query...

OK Cancel

23. Your data should now be loaded into Excel. From this point you can sort the data by last name and double-check all data elements. If you find errors in the data, you should correct the data in your student information system and then upload the data back into the AIM system. This ensures the data is correct in both systems and avoids you having to maintain the data in your district's information system and the AIM system. **Be sure to save your file.**

If you manually entered each record into the system, you can make your changes directly in the AIM system. Please follow the directions located in the **Manual Entry Student ID Directions** file which can be found under the TRAINING & INSTRUCTIONS tab on the AIM website at www.opi.mt.gov/itprojects/aim.html.

24. If you have questions about this process, please contact Dave Nagel at dnagel@mt.gov or 444-1641.